Dear Colleague,

You are required to receive the applications between 09 February and 22ᵗʰ February 2018. The calendar of the Council of Higher Education concerning the process is as follows:

Announcement and Receiving applications for Exchange Programs: 09ᵗʰ February and 22ᵗʰ February 2018

Assessment of Applications: 26 th February 2018

***

In your announcements, you can briefly explain the qualifications required from your academic staff and students who would like to benefit from Exchange program in this way:

TRAKYA UNIVERSITY

MEVLANA EXCHANGE PROGRAM

2018-2019 ACADEMIC YEAR

TERMS OF APPLICATION

The students who will come to Trakya University:

To be an asscociate degree, undergraduate, postgraduate or doctorate student.

To have a grade point average (GMA) at least 2,5 out of 4 for associate degree and undergraduate students.

To have a grade point average at least 3 out of 4 for postgraduate and doctorate students.

To know the education language of the concerning department at the University sufficiently.

(Education language of Trakya University is Turkish except for some departments such as Bosnian, Albanian, German, English, Greek languages. For that reason, it is a requirement for the students who will come to (attend to) Trakya University within the frame of Exchange program to speak Turkish sufficiently. In any case, the students who make an application to you for attending to Trakya University have to either present a certificate obtained from an approved foreign language exam in your country or take the foreign language exam to be held by your university. The total of 50 % of the grades they have in this exam and 50 % of their general academic average is assessed and student selection is performed.)

Note: Students will start the application process by "Candidate Student Application Form". (it is attached) They will fill in other documents in our website (http://mevlana.trakya.edu.tr/) after they become eligible to be a student of Mevlana Exchange Program.

The Academic staff who will come to teach at Trakya University:

At Mevlana Exchange Program, Exchange period of Academic staff is at least 2 weeks and 12 hours.

The academic staff is required to have language proficiency. The education language in our university is Turkish except for some departments such as Bosnian, Albanian, German, English, Greek languages. Accordingly, it is a requirement for the academic staff who will come to Trakya University to teach in the departments aforementioned to know those languages; and the others who will teach except for these departments are required to know Turkish language at a level of teaching their courses easily.

Note: Staff will start the application process by "Academic Staff Mobility Program Form". (it is attached) They will fill in other documents in our website (http://mevlana.trakya.edu.tr/) after they become eligible to be a staff of Mevlana Exchange Program.

****

In your announcements, you can also give these information concerning payments and possibilities for those who would like to come to our university from yours.

SCHOLARSHIPS AND PAYMENTS

Students who will come to Trakya University:

The scholarship is paid for the students on a regular basis. (80 % of the scholarships are paid on a monthly basis. Payment of the remaining part is made considering the success level of the student at the end of the exchange programme. The scholarship amount determined by the Council of Higher Education is 1300 TL for 2018-2019 Academic year.)

Scholarship period is four months by maximum one semester. (4). However, students could continue to study as non-scholarship Mevlana student one more semester at our University if they desire.

Students do not pay any tuition fees for registration to Trakya University.

Students make semesters/success levels they get at the universities by Exchange program substitute to their departments they are actually registered when they return to their countries. Accordingly, they do not lose any rights.

The Academic staff who will come to teach at Trakya University:

Their road fees/airfares are paid.

The payment is made via daily/monthly wage determined by the presidency of the Council of Higher Education in accordance with the provisions of the law no 6245.

***

Students and academic staff may download application forms from our University website http://mevlana.trakya.edu.tr or the presidency of the Council of Higher Education website http://mevlana.yok.gov.tr/. Application and other forms must be delivered to Mevlana Exchange Program offices of the universities.

We wish our students, academic staff, universities and the peoples of countries, success, luck during their Exchange Programme…

Best regards…

Trakya University

Coordinatorship of Mevlana Exchange Program

…………….. ÜN VERS TES (UNIVERSITY)

………/……… AKADEMİK YILI (ACADEMIC YEAR)

ADAY Ö RENC
BA VURU FORMU

(CANDIDATE STUDENT APPLICATION FORM)

Adı – Soyadı **Name-Surname**	
Ö renci No **Student ID**	
Ö renim Durumu **Degree**	☐ Ön Lisans ☐ Lisans ☐ Yüksek Lisans ☐ Doktora Associate Degree Bachelor Master's Degree PhD
Fakülte **Faculty/College/Institution**	
Bölüm / Program **Department/Programme**	
Sınıf **Year of study**	
Not Ortalaması **Grade Point Average (GPA)**	
Gidilecek Yükseköğretim Kurumu **Host Institution**	
E-posta **E-mail**	
Telefon **Telephone**	
Ekler **Additional Required Documents**	1. Not Dökümü (Transcript of records) 2. Ba vurdu unuz programın ö renim dili yabancı bir dil ise, dil düzeyinizi gösteren belge (Document showing your language level if instruction language of host institution is a foreign language)
Tarih ve mza **Date and Signature**	

……………… ÜN VERS TES (UNIVERSITY)

……… / ……… AKADEM K YILI –   ………………. DÖNEM
(ACADEMIC YEAR)   (TERM)

Ö RET M ELEMANI HAREKETL L K PROGRAMI
ACADEMIC STAFF MOBILITY PROGRAMME

<table>
<tr><td rowspan="7">Ki isel Bilgiler (Personal Information)</td><td colspan="2">Adı – Soyadı:
Name-Surname</td><td colspan="2">Cinsiyeti:
Gender</td></tr>
<tr><td colspan="2">Bölüm/Program Adı:
Department-Programme name</td><td colspan="2">Unvanı:
Title</td></tr>
<tr><td colspan="4">Adres:
Address</td></tr>
<tr><td colspan="2">Tel:
Telephone</td><td colspan="2">E-posta:
E-mail</td></tr>
<tr><td colspan="4">Faks :
Fax</td></tr>
</table>

<table>
<tr><td rowspan="16">Gönderen Üniversite Home Institution</td><td colspan="3">Yüksekö retim Kurumunun Adı:
Name of Higher Education Institution</td></tr>
<tr><td>Dönem:
Term</td><td>☐ Güz Dönemi
Fall Term</td><td>☒ Bahar Dönemi
Spring Term   ☐ Yaz Okulu
Summer School</td></tr>
<tr><td colspan="3">Hareketlilik Süresi:
Mobility Period</td></tr>
<tr><td colspan="3">Planlanan Ba langıç Tarihi:
Planned Start Date</td></tr>
<tr><td colspan="3">Planlanan Biti Tarihi :
Planned End Date</td></tr>
<tr><td colspan="3" align="center">Bölüm Ba kanı/ Koordinatörü
Head of Department/Coordinator</td></tr>
<tr><td colspan="3">Adı – Soyadı:
Name-Surname</td></tr>
<tr><td colspan="3">Adres   :
Address</td></tr>
<tr><td colspan="3">Tel.:   Faks   E-mail
Telephone   Fax   E-mail</td></tr>
<tr><td colspan="3"> mza: Tarih:
Signature   Date</td></tr>
<tr><td colspan="3" align="center">Kurum Koordinatörü
Institutional Coordinator</td></tr>
<tr><td colspan="3">Adı - Soyadı:
Name-Surname</td></tr>
<tr><td colspan="3"> mza: Tarih:
Signature   Date</td></tr>
</table>

<table>
<tr><td rowspan="16">Gidilecek Üniversite Host Institution</td><td colspan="4">Yükseköğretim Kurumunun Adı:
Name of the Institution</td></tr>
<tr><td>Dönem:
Semester</td><td>☐ Güz Dönemi
Fall Semester</td><td>☐ Bahar Dönemi
Spring Semester</td><td>☐ Yaz Okulu
Summer School</td></tr>
<tr><td colspan="4">Hareketlilik Süresi:
Mobility Period</td></tr>
<tr><td colspan="4">Planlanan Başlangıç Tarihi:
Planned Start Date</td></tr>
<tr><td colspan="4">Planlanan Bitiş Tarihi :
Planned End Date</td></tr>
<tr><td colspan="4" align="center">Bölüm Başkanı/ Koordinatörü
Head of Department/Coordinator</td></tr>
<tr><td colspan="4">Adı – Soyadı:
Name-Surname</td></tr>
<tr><td colspan="4">Adres :
Address</td></tr>
<tr><td colspan="2">Tel.:
Telephone</td><td>Faks
Fax</td><td>E-mail
E-mail</td></tr>
<tr><td colspan="2">İmza :
Signature</td><td colspan="2">Tarih:
Date</td></tr>
<tr><td colspan="4" align="center">Kurum Koordinatörü
Institutional Coordinator</td></tr>
<tr><td colspan="4">Adı - Soyadı:
Name-Surname</td></tr>
<tr><td colspan="2">İmza:
Signature</td><td colspan="2">Tarih
Date</td></tr>
</table>

<table>
<tr><td rowspan="4">Akademik Bilgiler
(Academic Information)</td><td colspan="5">MEVLANA Faaliyet Çalışma Alanı:
MEVLANA Field of Study:</td></tr>
<tr><td>Faaliyetin Türü:
Type of activity</td><td>☐Ders Verme
Lecturing</td><td>☐Seminer
Seminar</td><td>☐Çalıştay
Workshop</td><td>☐Diğer :
Other</td></tr>
<tr><td>Derece:
Degree</td><td>☐ Ön lisans
Associate degree</td><td>☐ Lisans
BA</td><td>☐ Yüksek Lisans
MA</td><td>☐ Doktora
Ph.D.   ☐Diğer
Other</td></tr>
<tr><td colspan="5">Bu faaliyetten yararlanacak tahmini öğrenci ve varsa öğretim elemanı sayısı:
Estimated number of potential student and academic staff beneficiaries if avaible</td></tr>
</table>

HAREKETLİLİĞİN KATMA DEĞER (Added-Value of the Mobility)
(Hem gönderen hem kabul eden yükseköğretim kurumu hem de öğretim elemanı için)
(Both for home, host institutions and academic staff)

BEKLENEN SONUÇLAR (Expected Outcomes)
(Hareketlilik sonucunda tüm taraflar için beklenen sonuçları belirtiniz)
(Please specify the expected outcomes for all parties as a result of the mobility)
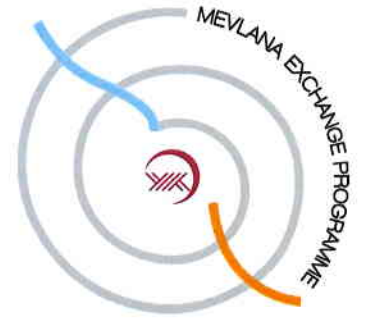
DERS PROGRAMI
Study Programme

Dersin Adı Course Name	Kredisi Credit		Günü Day	Saati Time
	Ulusal National	AKTS ECTS		

Öğretim Elemanının İmzası: …………………
Signature of Academic Staff

Gönderen Yükseköğretim Kurumunun Adı **Name of the Home Institution**		**Gidilecek Yükseköğretim Kurumunun Adı** **Name of the Host Institution**
Yetkili Kişi Adı Soyadı/Unvanı (Dekan, Müdür, vb) **Name/Surname/Title of the Authorized Person (Dean, Director etc.)**		**Yetkili Kişi Adı Soyadı/Unvanı (Dekan, Müdür, vb)** **Name/Surname/Title of the Authorized Person (Dean, Director etc.)**
İmza/Mühür **Signature/Stamp**		İmza/Mühür **Signature/Stamp**
Tarih **Date**	_____/_____/_____	**Tarih** **Date** _____/_____/_____

ÖD: *Öğrenci Değişimi* SE: Student Exchange

Kod Code	Ad Field Name	Ön Lisans Associate Degree	Lisans Bachelor Degree	Yüksek Lisans MA	Doktora PhD	Gönderen Home Institution	Kabul eden Host Institution	Öğrenci Sayısı Student Number	Değişim Süresi (Ay) Exchange Duration (Month)
06.0	**ENGINEERING TECHNOLOGY** Faculty of Engineering (Computer Engineering)	-	3	-	-	Trakya University	University of Craiova	3	8 months
06.0	**ENGINEERING TECHNOLOGY** Faculty of Automation, Computers and Electronics (Computer and Communication Engineering)	-	3	-	-	University of Craiova	Trakya University	3	8 months
04.0	**BUSINESS STUDIES AND MANAGEMENT SCIENCES** Faculty of Economics and Administrative Sciences (Business Management)	-	3	-	-	Trakya University	University of Craiova	3	8 months
04.0	**BUSINESS STUDIES AND MANAGEMENT SCIENCES** Faculty of Economics and Business Administration (Marketing)	-	3	-	-	University of Craiova	Trakya University	3	8 months
16.1	**PHYSICAL EDUCATION, SPORT SCIENCE** (Kırkpınar School of Physical Education and Sports) (Recreation)	-	3	-	-	Trakya University	University of Craiova	3	8 months
16.1	**PHYSICAL EDUCATION, SPORT SCIENCE** Faculty of Physical Education and Sport (Physical Education)	-	3	-	-	University of Craiova	Trakya University	3	8 months

11.1	**MATHEMATICS, INFORMATICS** Science Faculty (Department of Mathematics)	-	3	-	-	Trakya University	University of Craiova	3	8 months
11.1	**MATHEMATICS, INFORMATICS** Faculty of Mathematics & Natural Sciences (Mathematics)	-	3	-	-	University of Craiova	Trakya University	3	8 months
13.2	**PHYSICS** Science Faculty (Department of Physics)	-	3	-	-	Trakya University	University of Craiova	3	8 months
13.2	**PHYSICS** Faculty of Mathematics & Natural Sciences (Physics)	-	3	-		University of Craiova	Trakya University	3	8 months

ÖEH: Öğretim Elemanı Hareketliliği ASM: Academic Staff Mobility

Alan Kodu **Field Code**	*Ders Verilen Alan veya Faaliyetler* **Field of Teaching or Activities**	*Öğretim Üyesi Sayısı* **Number of Academic Staff**	*Yükseköğretim Kurumu* **Higher Education Institution**		*Dönem Olarak Toplam Süre* **Total Duration in Period**	*Haftalık Ders Saati* **Weekly Course Hour**
			Gönderen Home Institution	*Kabul eden* Host Institution		
06.0	**ENGINEERING TECHNOLOGY** Faculty of Engineering (Computer Engineering)	3	Trakya University	University of Craiova	2 weeks	12 hours
06.0	**ENGINEERING TECHNOLOGY** Faculty of Automation, Computers and Electronics (Computer and Communication Engineering)	3	University of Craiova	Trakya University	2 weeks	12 hours
04.0	**BUSINESS STUDIES AND MANAGEMENT SCIENCES** Faculty of Economics and Administrative Sciences (Business Management)	3	Trakya University	University of Craiova	2 weeks	12 hours
04.0	**BUSINESS STUDIES AND MANAGEMENT SCIENCES** Faculty of Economics and Business Administration (Marketing)	3	University of Craiova	Trakya University	2 weeks	12 hours
16.1	**PHYSICAL EDUCATION, SPORT SCİENCE** (Kırkpınar School of Physical Education and Sports) (Recreation)	3	Trakya University	University of Craiova	2 weeks	12 hours
16.1	**PHYSICAL EDUCATION, SPORT SCİENCE** Faculty of Physical Education and Sport (Physical Education)	3	University of Craiova	Trakya University	2 weeks	12 hours

11.1	**MATHEMATICS, INFORMATICS** Science Faculty (Department of Mathematics)	3	Trakya University	University of Craiova	2 weeks	12 hours
11.1	**MATHEMATICS, INFORMATICS** Faculty of Mathematics & Natural Sciences (Mathematics)	3	University of Craiova	Trakya University	2 weeks	12 hours
13.2	**PHYSICS** Science Faculty (Department of Physics)	3	Trakya University	University of Craiova	2 weeks	12 hours
13.2	**PHYSICS** Faculty of Mathematics & Natural Sciences (Physics)	3	University of Craiova	Trakya University	2 weeks	12 hours